

October - December 2004  
NUMBER 41

# GOVERNMENT PURCHASE CARD NEWS

## Special Interest Articles:

HAPPY NEW YEAR

STICKERS ON SAFES

TRADE FAIR

HOLIDAY  
DECORATIONS

PURCHASING  
OFFICES SUPPLIES  
BY MATTIE PALMER

BUYING GREEN  
BY ANNE TALBOT

LATEST FAQs

## FY 04 YTD

Rebates  
Earned:  
\$478,224

Interest  
Penalties  
Paid:  
\$491.32



Tell us how we are doing:  
[http://ice.disa.mil/index.cfm?fa=card&service\\_provider\\_id=91124&site\\_id=249&service\\_category\\_id=14](http://ice.disa.mil/index.cfm?fa=card&service_provider_id=91124&site_id=249&service_category_id=14)

## HOURS OF OPERATION

MONDAY - FRIDAY: 0730-1130, 1200-1600  
WEDNESDAYS & TRAINING HOLIDAYS: 0730-1130  
Phone: 910-396-4362  
Fax: 910-396-3058

# HAPPY NEW YEAR

Well "Fiscal New Year" that is. Now is a good time to ensure all your records are organized for your annual Government Purchase Card review. All GPC accounts are reviewed each year IAW regulatory guidance. This past year, 96% of the accounts reviewed earned a **SATISFACTORY** rating.

**Great Job!** However, there is one area that needs attention- records retention. Departing Billing Officials should ensure incoming Billing Officials know where previous records are stored to ensure compliance with DoD's requirement to maintain files for a period of 6 years and three months. If you have questions about review requirements, visit the review section of our web site at <http://www.bragg.army.mil/www-doc/GovUser/GPC/GPC-Review-Ratings.htm> or contact your GPC Team Account Manager.

## TRADE FAIR



There will be two Government Purchase Card (GPC) briefings at the upcoming trade fair on 23 February 2005. The briefings will be held at 1000 and 1400 at the Fort Bragg Officer's Club Sink Room. Billing Official and Cardholders are highly encouraged to attend one of these briefings. The Exhibits will be open at 0900. If your interested in being an exhibitor contact the Fayetteville Chamber Of Commerce at 910-484-4242



## STICKER SHOCK

Cardholders: Contractors are prohibited from putting any stickers on safes, per AR 380-5, 7-8a. For more information, contact your security representative.

The Holidays are coming and cardholders often ask if they can purchase holiday decorations with their GPC. **YES**, holiday decorations can be bought in the same manner and for the same reasons as day-to-day office decorations. However, the amount must be appropriate given the nature of the area being decorated and decorations must be displayed in a common area. Also ensure decorations are secular in nature, using phrases such as *HAPPY HOLIDAYS* rather than *MERRY CHRISTMAS*

**THE FORT BRAGG GPC TEAM  
WISHES YOU AND YOUR FAMILY A  
SAFE AND JOYOUS HOLIDAY  
SEASON**

## Guidance for Purchasing Office Supplies with your Government Purchase Card

*An excerpt taken from the article Purchase of Office Supplies Using Government Purchase Card by Mattie Palmer*

Effective 1 September 2004, the Army Contracting Agency (ACA) awarded 19 new Mandatory Blanket Purchase Agreements, (15 for general office supplies and 4 that specialize in toner/printer cartridges and inkjet products), Army Wide. Cardholders are required by law to utilize these BPAs to ensure compliance with the Javits-Wagner-O'Day Act (JWOD). By utilizing the BPAs cardholders support the National Industries for the Blind and Severely Handicapped (NIB/NISH) as well as the Buying Green Act. Cardholders at Fort Bragg must first attempt try to fulfill their requirement for office supplies at the local SSSC store. If the requirement cannot be satisfied at SSSC the Cardholder must then utilize the BPAs through the DoD EMALL. [www.emall.dla.mil](http://www.emall.dla.mil) Cardholders are not authorized to purchase products carried through the EMALL from the vendor's local store or web page.



### IT'S NOT EASY Buying GREEN






As a Government Purchase Cardholder it is your fiduciary responsibility to purchase items of best value for your customer. As part of Executive Order 13148, it is also your responsibility to purchase items that support the Department of Defense (DoD) and the Fort Bragg Buying Green Policy. The Buying Green Policy requires cardholders to purchase items that are made of recycled materials, items that are recyclable, and items that come from a renewable source. Government Purchase Cardholders can support the Buying Green policy through several purchasing agencies. When cardholders comply with the requirement to purchase items from mandatory sources such as JWOD and NIB/NISH, they are already supporting the policy. These products can be found at our local Self Service Supply Center (SSSC). Cardholders can also support the Green Policy when making purchases through the DoD EMALL. The DoD EMALL website has an area called the **Green Corridor**. The products listed in the **Green Corridor** meet Comprehensive Procurement Guidelines (CPG). On the Government Services Administration (GSA) web site, GSA will identify those items that meet comprehensive procurement guidelines (CPG) with various icons. Usually the largest complaint heard regarding the purchase of products from the mandatory sources of supply and the DoD EMALL is products are more expensive. It does cost more for recycled materials, however in the long run, think of the resources you are saving. Agencies will be measured to ensure compliance with Executive Order 13148 and the DoD Buying Green Policy. Therefore, it is important that all procurement officials do their part by receiving proper education and training. There are several organizations that offer education and training courses. The Defense Logistics Agency (DLA) offers a two-day workshop. Units interested in hosting a workshop can contact a DLA Training Center representative at 614-692-5935. There is a fee for this workshop. Procurement officials can also receive training via the U.S. Army Center for Health Promotion and Preventive Medicine (USACHPPM) at <http://chppm-www.apgea.amry.mil/gwswp/SolidWaste/training.htm> or through the Office of Personnel Management's GoLearn e-learning center at [www.golearn.gov](http://www.golearn.gov).



<http://www.bragg.army.mil/www-doc/GovUser/GPC/GPC.htm>

**CHECK OUT OUR WEBSITE FOR THE LATEST UPDATED INFORMATION REGARDING FREQUENTLY ASKED QUESTIONS, REGULATIONS, AND FORMS**

**LATEST FAQS REFERENCE PURCHASING:**

-  [AWARDS FOR CIVILIAN EMPLOYEES](#)
-  [KITCHEN APPLIANCES](#)
-  [BODY ARMOR](#)
-  [LIGHT REFRESHMENTS](#)
-  [LODGING](#)

**THIS BULLETIN IS AUTHORIZED BY:**

Sandra L. Aman  
Director of Contracting